

MINUTES OF THE PUBLIC RELATIONS COMMITTEE MEETING HELD ON THURSDAY 11th FEBRUARY 2016 at 8pm

Councillors: C. Feetham (vice-chair) J. Bicknell* P. Gode A. Kaye*
J. Rushton A. Wingfield

**non committee members*

Officers: J. Farr (Deputy Clerk)
E. Gough (Admin Assistant)

Other: One member of the public
One member of the press

35/15 To appoint a new committee chairman

No nominations were received so Cllr Feetham as vice-chair was appointed as committee chairman for this meeting.

36/15 Apologies for absence

Cllrs J. Devonald (work commitment), J. Reynolds (family commitment) J. Browning (work commitment) and B. Freeman (work commitment).

37/15 Declarations of interest

None received.

38/15 Public participation session with respect to items on the agenda

One member of the public was present but did not wish to address the committee.

39/15 To agree the minutes of the Public Relations meeting held on 15th October 2015

The minutes of the meeting held on 15th October 2015 were reviewed and agreed as a true record and signed by the chairman.

40/15 Clerk's Report

Community Grants

Ongar Town Council received thank you letters from Ongar Town Forum for the donation of £650 awarded to them towards the Christmas lights event and from Ongar Allotment and Garden Society for the donation of £500 awarded to them to improve the privacy of welfare facilities.

Cllr Gode reminded members that Ongar Town Council's donation was the second largest received by Ongar Town Forum.

Act of Remembrance

A thank you letter from Forces Friends Group for a donation of £105 from Ongar Town Council awarded to them for supply of poppy wreaths for the above event.

Twinning

This year members of the Ongar & District Twinning Association are invited to visit Cerizay at Easter - 24th to 29th March 2016. For information contact Sheila Spring.

41/15 Act of Remembrance

It was **PROPOSED** by Cllr Rushton and seconded by Cllr Gode to donate £50 to St John Ambulance for their services at this event. £40 to be taken from the Remembrance budget and £10 from the Community Grant budget.

AGREED – Unanimous vote received.

42/15 Community Engagement

It was **PROPOSED** by Cllr Rushton and seconded by Cllr Gode to continue to provide Ongar News with OTC articles monthly free of charge.

AGREED – Unanimous vote received.

43/15 Annual Report

It was **PROPOSED** by Cllr Gode and seconded by Cllr Wingfield to produce this document in-house, have 3,000 copies professionally printed at a cost of £295 and councillors to distribute to every household in Ongar.

AGREED – Vote 3 for – 1 abstention.

44/15 Social Media Policy

It was **PROPOSED** by Cllr Feetham and seconded by Cllr Wingfield to recommend to Full Council to adopt this policy.

AGREED – Unanimous vote received.

45/15 Annual Town Meeting

The ATM will be held in the Jubilee Park Pavilion on Thursday 28th April 2016 at 7.00pm.

AGREED

- Light refreshments to be served i.e. tea/coffee/juice/biscuits
- Mrs Glenda Templeman to speak about her role as an Essex Community Agent
- Local groups and clubs to be invited to report on their activities etc. for a maximum of three minutes
- Presentation of Citizen and Young Citizen of the Year awards
- A press release to be circulated
- Chairman and committee chairman reports to be prepared and delivered to the office before 21st April 2016

46/15 Recommendation from Open Spaces

It was **PROPOSED** by Cllr Feetham and seconded by Cllr Wingfield to invite members of the public for their ideas for a 'clean up slogan on a poster' for use by Ongar Town Council to raise awareness of litter problems in Ongar – Unanimous vote received.

47/15 BCHS Community Day

It was **PROPOSED** by Cllr Feetham and seconded by Cllr Wingfield to defer this item until the next Public Relations committee meeting to allow the committee clerk to obtain suggestions from the head teacher for appropriate projects for pupils to participate in on their Community Day.

48/15 HRH Queen Elizabeth II 90th birthday celebration on 11th June 2016

It was **PROPOSED** by Cllr Feetham and seconded by Cllr Wingfield to refer this item to the Jubilee Park committee agenda.

AGREED – Unanimous vote received.

49/15 Budget

The committee budget to date was noted.

50/15 Ongar Town Council Citizen and Young Citizen of the Year 2016

It was **PROPOSED** by Cllr Gode and seconded by Cllr Wingfield to agree the chosen nominations for both categories.

AGREED – Unanimous vote received.

Open Forum

The meeting closed at 9.10pm.

Signed

Chair of Public Relations Committee

Date